

Network Manager/Operations



Job Code: 1352
Grade: 133
Reports to: Director of Information Technology
Salary Range: \$62,398 - \$97,157
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs administrative, supervisory, management, and technical work of more than ordinary difficulty and responsibility in the design, procurement, installation, operation, and maintenance of the City-wide information management network and voice data communications systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification works under the regular supervision of the Director of Information Technology and is reviewed for conformance to established policy through conferences, written reports, and observation of performance standards and goals.

ESSENTIAL FUNCTIONS

Performing system management and analysis, programming, and training; serving as liaison with other departments on data processing matters; providing user support.

EXAMPLES OF WORK

- Manages the City's network and voice data communications systems implementation projects including process reengineering and data migration.
- Participates in the design, development, and implementation of operating system and network servers in support of the City's database applications, and data processing needs.
- Acts as City-wide network administrator; oversees installations and configuring of new workstations; ensures proper maintenance of system records, diagrams, and related documentation.
- Oversees design and installation activities, e.g., cable routing and termination, equipment installation and configuration, labeling, and documentation.
- Oversees and participates in back-up procedures and network monitoring.
- Designs and administers the City-wide voice communications system; verifies telephone and maintenance bills.
- Assists user departments; analyzes and documents business processes and requirements.
- Performs or assists user departments with system configuration and implementation and project management.
- May respond to help desk calls.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, and techniques used in system analysis and design and the operation, uses, and capabilities of electronic data processing equipment; general knowledge of principles of accounting and statistical procedures relative to computer applications; ability to analyze business methods and procedures and develop applicable automated information processing systems; ability to establish and maintain effective working relationships with other computer and user personnel; ability to follow complex oral and written instructions; ability to prepare technical reports and manuals; ability to communicate effectively orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Management Information Systems, Computer Science, or related field. Five (5) to seven (7) years of experience in computer network administration, including both hardware and software components associated with the work; prefer experience in a supervisory capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires stooping, crouching, reaching, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, and observing general surroundings and activities.
- The worker is subject to inside environmental conditions and noise.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.